

COMPLETION OF FORM SF-424 APPLICATION FOR FEDERAL ASSISTANCE

Each block on the Form SF-424 should be reviewed to ensure the information is accurate and complete.

Block 1 TYPE OF SUBMISSION. The appropriate block should be marked as to whether the application involves a construction or non-construction project. The application should not be designated construction if the project involves insignificant amounts of construction as opposed to nothing but the building of a structure. It is not common for statutes to include the building or improvement of other's structures; however, from time to time specific line item appropriations, statutes, or other statutory amendments, may authorize such construction projects. If a recipient forwards an application involving any improvement or construction of a facility, and no Forest Service statutory authority can be found to support the action, the application should not be approved.

BLOCK 2 DATE SUBMITTED. This block is self-explanatory.

BLOCK 3 DATE RECEIVED BY STATE. This block is self-explanatory.

BLOCK 4 DATE RECEIVED BY FEDERAL AGENCY. This block should be left blank by the applicant. The Forest Service agreements coordinator must assign a Federal Identifier Number at a later date, if the application is selected for approval and is legally sufficient.

BLOCK 5 APPLICANT INFORMATION. This block is self-explanatory.

BLOCK 6 EMPLOYER IDENTIFICATION NUMBER. This block is self-explanatory.

BLOCK 7 TYPE OF APPLICANT. The applicant should select the proper designation for their organization. Identify nonprofit and international agencies/organizations in block 7N, Other.

BLOCK 8 TYPE OF APPLICATION. An applicant should identify the type of application for an initial grant or cooperative agreement as "new". An applicant should mark this block if the action is not the result of an existing grant or cooperative agreement with the Forest Service (such as a modification involving a continuation or revision).

BLOCK 9 NAME OF FEDERAL AGENCY. Self-explanatory.

BLOCK 10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER. This number is assigned to Forest Service programs in the semi-annual Catalog of Federal Domestic Assistance. If the applicant has left this blank, Forest Service personnel should locate the catalog number and program title and insert them appropriately. Where there is not a catalog number assigned, such as for International grants and cooperative agreements, the applicable statutory authority should be cited.

BLOCK 11 DESCRIPTIVE TITLE OF APPLICANT'S PROJECT. This block is self explanatory.

BLOCK 12 AREAS AFFECTED BY PROJECT. The applicant should list the largest political entities affected (States, counties, and cities).

BLOCK 13 PROPOSED PROJECT (START DATE/END DATE). In this block, reflect the amount of time necessary to complete the proposed project, which may range from

a short period of 30 days to no more than 5 years. Frequently, the proposed "start date" may have already passed. Since no potential recipient can be allowed to incur costs prior to award of an instrument, the date may need to be corrected with a pen-and-ink change. If this is the case, the "start date" could be changed to "Date of Award". An exception is when a letter of cost incurrence has been signed and dated prior to any costs being incurred. If this is the case, the date the letter of cost incurrence was issued should be written in the block.

When the Forest Service intends to fund an entire grant or cooperative agreement, display the total period of performance in Block 13. For example, if a project performance period spans 2 years, funding to cover the full 2 years work must be obligated at the time of award.

The application for an initial open-ended grant or cooperative agreement, which may request funding for periods up to 5 years, should reflect the total performance period in Form SF-424, Block 13. When the initial award document is issued, change Block 13 (pen-and-ink) to reflect the initial, 2-year project performance period. (See Block 15 for direction on funding changes.) For example, if funding is available only for the first 2 years of a proposed 5-year project, the initial funding period would be 2 years. In this case, the award letter shall contain the following statement: "The Forest Service anticipates funding the subsequent proposed performance periods subject to availability of funds and/or agency discretion." A continuation modification would be issued to cover the second funding period (the third year of work or for whatever period that funding is made available.)

BLOCK 14 CONGRESSIONAL DISTRICTS OF APPLICANT/PROJECT. This block should be completed by the applicant.

BLOCK 15, ESTIMATED FUNDING.

BLOCK 15A FEDERAL. Use this block to show the Forest Service funding obligated for the approved performance period identified in Block 13. For entire projects, the funding would cover the total approved performance period, which may span for more than 1 year but not more than 5. For open-ended projects, obligate funding for the initial performance period (which may be more than 1 year). Funding for the remaining future performance and funding periods would be provided by issuing a modification to the initial grant or cooperative agreement in the subsequent year. If the applicant is proposing other Federal funding, it should be separated from the Forest Service funds and shown in either Block 15a or Block 15e, with wording designating it as such.

BLOCK 15B APPLICANT. Use this block to show the applicant contribution or matching requirement (if any). The total applicant contribution may be made up of non-cash or in-kind contributions. To ensure the true reflection of total project costs are captured, the applicant contribution should be separated by whichever categories are applicable. This can be accomplished by either entering two lines in Block 15b or using Block 15e (Other), with wording designating the type of contribution, or in the remarks block of Form SF-424A. If the remarks block is used, an asterisk should be shown on Block 15b of Form SF-424 so they correlate properly and all parties clearly understand what makes up the total project costs. An applicant non-cash contribution is the expense the applicant incurs that is contributed to the project in lieu of cash for their share of direct and indirect costs, such as employee salaries, overhead, travel, equipment, supplies, and so forth. These do not include in-kind contributions from third parties, such as cash donations from other Federal agencies, nonfederal organizations, or volunteer labor. In-kind contributions are non-cash contributions from other third parties that the applicant receives to be used in the

project, such as volunteer labor, donated materials, and equipment, where the applicant incurs no expense. In-kind contributions are not reimbursable.

BLOCK 15C STATE. Use this block to show any contributions from a State agency that the applicant receives.

BLOCK 15D LOCAL. Use this block to show any contributions from a local Government that the applicant receives.

BLOCK 15E OTHER. Use this block to show any contributions from other Federal agencies (aside from the Forest Service), non-Government organizations, private industry, and individuals that the applicant receives.

BLOCK 15F, PROGRAM INCOME. Use this block to show any anticipated program income, such as registration fees for attendance of a conference that the applicant should receive during the performance of the grant or cooperative agreement.

Either add or deduct program income, depending on which alternative is approved. Stipulate the Deductive Alternative described in 7 CFR 3015.41, unless otherwise approved by the Washington Office, Director of Procurement and Property.

(1) DEDUCTIVE ALTERNATIVE. If the applicant is approved to use program income under the deductive alternative, the anticipated program income should be shown in parenthesis in this block and not added to or deducted from the project total.

(2) MATCHING ALTERNATIVE. If the applicant has been approved to use program income under the matching alternative, the anticipated program income may be used to satisfy their matching share. In this case, the program income should be shown in parenthesis in this block and not added to or deducted from the project total.

(3) ADDITIVE ALTERNATIVE. If the applicant has been approved to use program income under the additive alternative, the anticipated program income should be added to the funds already committed to the project by both the recipient and the Forest Service.

BLOCK 15G, TOTAL. Use this block to show the total project costs, including contributions from all parties.

BLOCK 16 STATE REVIEW. Applicants must contact their State Single Point of Contact to determine whether the application is subject to the State(s) Intergovernmental Review Process. It is the applicant's responsibility to contact the States and ensure the application is reviewed properly prior to submission to the Forest Service. If this block is not completed, the applicant should be contacted immediately to ascertain whether the process is applicable. For a listing of the State Single Point of Contacts, contact the Washington Office, Director of Procurement and Property.

BLOCK 17 DELINQUENT DEBTS. Ask the applicant to complete this block.

BLOCK 18 SIGNATURE BLOCKS. Ensure that this block is signed by a duly authorized representative of the applicant